



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

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GOVERNOR

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E. NORRIS TOLSON
SECRETARY

May 13, 1998

Memorandum To: Location & Surveys' Private Engineering Firms

From: D.E. Burwell, Jr., PE *WB & DEB*
State Location & Surveys Engineer

Subject: New L&S FTP Directory Server

We have finished checking the new FTP directory server and we are ready to implement the use of this server. You need to use this server to transmit all electronic data to and from your office when working with the NCDOT Location & Surveys Unit. If you are running Windows NT or Windows 95, you will need to ensure that all of your computers contain the server name and IP address in your host file in your Windows directory. You will be able to access this server utilizing the WS_FTP program (LE version). If you do not have this version of the WS_FTP program, you can obtain a copy from the Internet at: www.gabn.net/junod/ws_ftp32.htm. You will need to scroll to the PRIMARY SITE section and click the blue highlighted letters "Download LE 4.60 32 bit Self-Extracting 661kb". The program will automatically download to your desired directory on your machine. Follow the install instructions on your screen.

The server name is: tip.doh.dot.state.nc.us and the IP address is: 207.4.62.200. Your log-in and password are on the attached printout. This information needs to be kept confidential among your selected authorized users to ensure the security of your transmitted data. If, for any reason, you feel there might be a breach of this security and you feel you need to change your password to ensure the security of your transmitted data, please contact either Joel Gullledge or Walter Holleman to get your password changed.

All PEF consultants will be using this server to transmit their data to L&S. Electronic information from the PEFs will no longer be sent to Dale's computer and transmitted to the L&S field offices for review. All PEF's will need to transmit their electronic data to the server and place the files in their corresponding company name in the PEF directory. All PEF's will need to fax a transmittal to the appropriate L&S field office to notify the office that the files are on the server. Authorized L&S personnel in the corresponding field office will retrieve the data from the server and review the data for accuracy and standardization. After your data has been approved by the field office personnel, they will transmit the data to the L&S Central Office to be transmitted to the appropriate receiving NCDOT Unit.

If you have any further questions about this process or accessing this server, please contact either Walter Holleman or Dale Burton.

Cc: Area Engineers
Walter Holleman
Joel Gullledge

attachment